

Message Text

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43

ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 SS-15 SP-02 H-02 L-03 SY-05

INR-07 OMB-01 OPR-02 /045 W
----- 099497

R 061415Z AUG 75

FM AMEMBASSY BLANTYRE
TO SECSTATE WASHDC 8151

UNCLAS BLANTYRE 0949

FOR FADRC

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJ: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

1. POST MAINTAINS FOLLOWING FILES THAT ARE NAME

RETRIEVABLE:

- A. PERSONNEL FILE
- B. FINANCIAL DATA (TRAVEL) FILE
- C. A-Z FILES ON PENDING VISA APPLICATIONS
- D. A-Z FILES ON SPECIAL CONSULAR SERVICES
- E. A-Z FILES ON CITIZENSHIP AND PASSPORTS
- F. CITIZENSHIP CARDS AMERICAN RESIDENTS
- G. LOOK-OUT CARDS - U.S. CITIZENS
- H. VISAS ISSUED AND REFUSED
- I. FOREIGN SERVICE LOCAL EMPLOYEE SECURITY CLEARANCES

2. FILES A AND B APPLY ONLY TO U.S. DIRECT-HIRE PERSONNEL AND
FOREIGN SERVICE LOCALS. FILES C AND H APPLY ONLY TO ALIENS.

FILES D,E,F,G APPLY ONLY TO U.S. CITIZENS. FILE I APPLIES ONLY
TO FOREIGN SERVICE LOCAL EMPLOYEES.

3. SELF-EXPLANATORY.

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4. ALL FILES MAINTAINED IN ACCORDANCE APPROPRIATE FAM.

5. FILE A IS AVAILABLE ALL AGENCY HEADS AS NEED ARISES AND ADMINISTRATIVE ASSISTANT. FILE B IS REFERENCE FILE AVAILABLE TO EMPLOYEE AND PERSONNEL EMPLOYED IN VOUCHERING. FILES C,D,E,F,G,H AVAILABLE CONSULAR OFFICER AND CONSULAR ASSISTANT. FILE I AVAILABLE ADMINISTRATIVE OFFICER, AMBASSADOR AND DCM ONLY.

6. FILE A IS SECURED BY BAR-LOCK CABINET. FILE B IS UNSECURED. FILES C-H ARE SECURED IN SAFE. FILE I IS SECURED IN VAULT. ALL FILES ARE INDEXED BY NAME. FILES A,B, AND I ARE RETAINED AS LONG AS INDIVIDUAL ASSIGNED OR EMPLOYED BY POST. USUALLY RETIRED AFTER THREE YEARS AFTER TRANSFER OR TERMINATION OF EMPLOYMENT. FILES C,D, AND E RETAINED ONLY WHILE CASES ARE ACTIVE AND THEN RETIRED FOR ONE YEAR THEN DESTROYED. FILE F MAINTAINED ONLY WHILE U.S. CITIZEN IS IN THE COUNTRY THEN DESTROYED. FILE G KEPT INDEFINITELY. FILE H VISAS ISSUED KEPT ONE YEAR THEN DESTROYED. FILE H VISAS REFUSED KEPT INDEFINITELY.

7. SYSTEM MANAGER IS ADMINISTRATIVE OFFICER.

8. FILE A CONTAINS INFORMATION FROM MEDICAL EXAMINATION, REFERENCES, FORMER EMPLOYEES, AND EDUCATIONAL INSTITUTIONS. FILE I CONTAINS INFORMATION FROM LOCAL POLICE.
STEVENSON

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NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 06 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975BLANTY00949
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750271-0792
From: BLANTYRE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750875/aaaacoan.tel
Line Count: 85
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Original Classification: UNCLASSIFIED
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Review Content Flags:
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Review Markings:

Margaret P. Grafeld
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EO Systematic Review
06 JUL 2006

Review Media Identifier:
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Secure: OPEN
Status: NATIVE
Subject: IMPLEMENTATION OF THE PRIVACY ACT OF 1974
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